

**Keansburg School District**

**Written Translation Request Form**

Please allow 5-7 working days to complete. Please fill out a separate request for each document.

Today's Date: \_\_\_\_\_ Requested Due Date \_\_\_\_\_

School/Department: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email address \_\_\_\_\_

**Type of document to be translated (please submit one Request Form for each document):**

- Letter    Newsletter    Flyer    Form    Notice    Survey
- Handout    Calendar    Policy    Brochure    Handbook
- Other: \_\_\_\_\_

**Number of Document Pages:** \_\_\_\_\_

**Title of Document to be Translated:** \_\_\_\_\_

**• Please submit documents created in an editable format such as:**

- Word**    **Google Doc**    **PowerPoint**    **Excel**

(Please do not submit documents saved as PDF files, pictures or lock text boxes).

**After completing this request form, please submit document to be translated via email to [jcirillo@keansburg.k12.nj.us](mailto:jcirillo@keansburg.k12.nj.us). Translated document will be sent back via email to the original requestor.**

**All verbal translations (such Face to Face conferences or phone calls to parents) require an email request only (Please copy Dianne Clagget).**

If you have any questions, please email Bilingual Teacher Judith Cirillo ext. 6212 (Caruso School)

Thank you!